

Bishop Shanahan High School
220 Woodbine Road
Downingtown, PA 19335
(610) 518-1300

Computer Applications 1

Mr. Cunningham

This course is an introduction to the school's computer setup and is designed to teach the student the computer applications needed to utilize the school's technology. The areas touched on will be the use of Word, Excel, PowerPoint, Photoshop and Publisher. We will use the internet to search for things in regards to the use of PowerPoint and Publisher.

Classroom

1. Classroom participation is expected and required.
2. Demerits, detention and loss of points on final grade will be issued for disruptive, disrespectful or other forms of defiant behavior.
3. Disrespect will not be accepted in the class for me or fellow students.

Attendance

1. Students are responsible to make up all work missed when absent including class assignments, quizzes or tests.
2. If the student is absent for a test, they will be required to take a make up test upon their return to school.
3. If because of a serious illness or other problems require a student to miss an extended period of time, please contact me as soon as possible so the necessary arrangements can be made.

Assignments

1. We work primarily on in class assignments which are assigned daily.
2. All assignments are to be completed in a timely manner. It will be marked and is a % of their grade.

3. Most of the work done in class will be in more of a project form. With some done individually and some in a group setting.

Grades

- | | |
|------------------------|------|
| 1. Tests | 60 % |
| 2. Quizzes | 30 % |
| 3. Class Participation | 10 % |

Cheating will not be tolerated in any form. Suspected cheating or “helping” on assignments, unless otherwise discussed will result in a serious grade deduction in the assignment involved. Cheating will also result in serious disciplinary action as stated in the student’s agenda book. Students will receive a “0” for their grade and demerits.

(Please sign and return by Wednesday September 12, 2007)

Student’s Name _____

Parent/Guardian _____